

Administrative Aids

Training and Certification Guidelines	1
Set-Up Needs Checklist	3
School Crossing Guard Equipment and Supply List	4
Instructions for the On-Site Observation Checklist.....	5
Answer Key for the Pre- and Final Tests	6
Original Forms	
Registration Sheet	8
Observation Checklist	9
Personnel Training Record	10
Pre-Test.....	11
Final Test	13
Training Evaluation.....	15
Certificate of Completion	16

Training and Certification Guidelines

Trainer Certification

To be qualified as a North Carolina Department of Transportation (NCDOT) School Crossing Guard Trainer, the prospective trainer must attend the 1-day training program administered by NCDOT, which covers background information and details to enhance the trainer's capability to present the school crossing guard training course. It also includes an in-the-field simulated crossing to demonstrate necessary skills and behavior. The prospective trainer must be in attendance for the full day of training and must pass the final test with a minimum score of 75.

Overview of Training for Local Crossing Guards

The training consists of three parts:

- Classroom Training
- In-the-Field Training
- On-Site Observation

The School Crossing Guard Trainer will need to complete a training form for each guard to show that all levels of training and observation have been satisfactorily completed. This form needs to be kept in the guard's personnel file. It could be really critical if a crash or other mishap occurs at that guard's location.

Classroom Training

To be certified, the prospective School Crossing Guard must attend a minimum of 3 hours of classroom instruction conducted by a School Crossing Guard Trainer. He/she must pass the final test with a minimum score of 75 percent.

In-the-Field Training

A 2-hour in-the-field instruction session at a real or simulated intersection without children present must be completed. This portion may be taught either in a group or on an individual basis.

The performance checklist during the observation period (usually 2 hours total) must be completed with all satisfactory marks and be signed by the certified trainer.

On-Site Observation(s)

The on-site observation portion of the training course is 1 hour of supervised work at the guard's primary post with children present. The trainer must keep accurate records of the time spent with the guard, especially if the hour is broken up into smaller segments. The records of the observation time should be kept in the guard's personnel file.

This portion is to be completed during the course of the school year. It is suggested that new crossing guards or guards assigned to a new post be observed first.

The guard must complete this section with all satisfactory marks in the boxes. Once a guard receives all satisfactory marks, the trainer will sign off on the performance checklist.

If a guard receives any **unsatisfactory marks**, a second on-site observation should be conducted. This second on-site observation should be completed within 2 weeks. If the crossing guard receives all satisfactory marks at the second observation, the trainer will sign off on the performance checklist.

If the guard receives an **unsatisfactory mark** in any area the second time, the guard should be retrained. If retraining is not possible, termination should be considered.

Certificate

Once a guard has satisfactorily completed all three parts of the training, the instructor will issue a certificate indicating that the guard has satisfactorily completed the training. A copy of the certificate should be kept in the guard's personnel file. (See sample certificate at the end of this section.)

Set-Up Needs Checklist

In the Classroom	In the Field
1. A well-ventilated room with comfortable seating, accessible to disabled persons, that can be darkened for the slides and video	1. Space large enough for intersections.
2. Enough training manuals for all participants	2. Raised pavement markings (RPMs) or chalk/tape for marking an intersection.
3. Enough handouts for all participants with information they will need or will be given during the course: pretests, final tests, evaluation forms, and information about the supervising agency	3. Performance checklist for each guard.
4. Sign-in sheet(s)	4. Extra gloves, vests, paddles in case participants don't have them.
5. Name tags	5. Assistants to help with each group (pre-trained, if possible)
6. Notepads and pencils	6. Posterboard/cardboard cars and trucks (optional)
7. Projector and screen (with extra bulb)	
8. One TV and VCR	
9. One Audiovisual kit (if available)	
10. Treats/refreshments for participants	
11. Sample signs and signals/traffic operations	
12. Uniform/equipment items (worn and/or displayed)	
Be sure that the mock intersection is set up ahead of time, before the day's training session begins, or during the lunch hour. Use raised pavement markers, surveying tape, masking tape, cones or some other markings so the guards can clearly visualize the intersection and crosswalks. It is a good idea to set up more than one kind of intersection, such as a 4-way intersection and a T-intersection, so that guards will get experience with the different crossing conditions.	

SCHOOL CROSSING GUARD EQUIPMENT AND SUPPLY LIST

(as of 12/98)

North Carolina Companies

B&S BARRICADES	6864 W. Market St. Greensboro, NC	336/ 312-2726
	stop paddles, vests, cones	
WELCH SIGNS	Rt. 1, Box 281B PO Box 879 Pilot Mountain, NC 27041	800/524-7446
	stop paddles (in stock), vests (special order) and other safety equipment	
AMERICAN SAFETY UTILITY CORP.	529 Caleb Rd. Shelby, NC 28151	800/438-6013
	vests, paddles, and all kinds of safety products	
 <i>Other Companies</i>		
SCHOOLMASTERS SAFETY	745 State Circle, Box 1941 Ann Arbor, MI 48106	800/521-2832 800/654-4321 Fax 313/761-5072
	safety cones, vests, stop paddles	
ADD GRAPHICS	P. O. Box 150266 Altamonte Springs, FL 32715	800/627-7170
	safety orange ball caps with agency patches or writing	
BETTER SIGNS and SUPPLY	1200 S. State Road # 7 Ft. Lauderdale, FL 33317	800/535-5155 954/583-3310 Fax 954/587-7533
	traffic cones and vests	
GALL'S INC.	P. O. Box 54308 Lexington, KY 40555	800/477-7766
	(call for catalogue) vests, whistles, hats, stop paddles, tote (gear) bags, rain gear	

Instructions for the On-Site Observation Checklist

Note: The On-Site Observation Checklist itself is included at the end of this section with the other materials for you to photocopy.

1. PRINT or TYPE the county name and the instructor's agency in the upper right-hand corner.
2. PRINT or TYPE the instructor's name on the first line (You can have more than one instructor evaluating the same crossing guard, but each must fill out a separate form).
3. PRINT or TYPE Guard's first and last name.
4. PRINT or TYPE the date in the lower right-hand corner.
5. RECORD the score of the observation. The guard must receive satisfactory checks on all 12 items before being certified.

Once the performance checklist is completed, as a trainer, you should keep the original performance checklist in the crossing guard's personnel file with the training form for that guard. Also keep copies of the Final Test.

Answer KEY for the PRE- AND FINAL TESTS

Note: Original Pre- and Final Tests are included at the end of this section with the other materials that you will need to photocopy.

The correct answer is shown in parentheses to the left of the statement.

- (F) 1. In the event of an emergency while you are on duty, you must immediately find a telephone and call 911.
- (T) 2. If a crash occurs at the crossing location, your job is to stop crossing students until you assess the situation.
- (T) 3. If there has been an emergency at your crossing location, more than one motorist should be alerted to call 911.
- (F) 4. Because a crossing guard deals only with children, he or she does not need to know traffic control skills.
- (T) 5. Children are different from adults because they have less peripheral vision and tend to focus on one event or thought at a time.
- (T) 6. Children tend to overestimate their abilities in traffic and treasure near misses.
- (F) 7. A crossing guard should be positioned on the opposite side of the road, from the children, so the guard can see them coming.
- (T) 8. A crossing guard's first concern is the safety of the students.
- (F) 9. You may sit in your car as long as students are not present.
- (T) 10. The main responsibility of a school crossing guard is to use or create gaps in the traffic so the students can cross the streets.
- (T) 11. When you cross the students across the street, you will not leave the crosswalk until the last student has stepped onto the far curb.
- (F) 12. If several students are present, you may start to cross the children in the middle of a green light cycle.

North Carolina Department of Transportation
Division of Bicycle and Pedestrian Transportation

- (T) 13. You should perform a proper search pattern each time you begin to cross the students.
- (F) 14. Students are permitted to run across the street as long as they stay inside the crosswalk.
- (F) 15. If there are no approaching vehicles while you are crossing students, it is not necessary to give the signal to alert motorists.
- (F) 16. When children are in the crosswalk, vehicles are permitted in the crosswalk as long as they do not interfere with the pedestrian traffic.
- (T) 17. All bicycles will be walked across the street at your crossing.
- (T) 18. You should always use pedestrian walk/don't walk signals, if available.
- (T) 19. You should remind students to perform the proper search pattern, before they enter the roadway upon your command.
- (T) 20. A school crossing guard should play an important role in educating students in bicycle and pedestrian safety.